

**TOWN OF CAREFREE  
NOTICE of MEETING  
of the  
PLANNING AND ZONING COMMISSION**

**WHEN:** MONDAY, JULY 11, 2022

**WHERE:** CAREFREE TOWN COUNCIL CHAMBERS  
33 EASY STREET, CAREFREE, AZ 85377

**LIVESTREAM:** [HTTPS://ZOOM.US/](https://zoom.us/j/3229729660)  
MEETING ID 322 972 9660  
PASSCODE 12345  
TELEPHONE AUDIO: 1.669.900.6833 OR 1.253.215.8782

**TIME:** 5:45 P.M.

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Planning and Zoning Commission of the Town of Carefree, Arizona and to the general public that the members of the Planning and Zoning Commission will hold a meeting open to the public.

The agenda for the meeting is as follows:

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

- ITEM #1** APPROVAL of the Planning and Zoning meeting minutes dated **JUNE 13, 2022**.
- ITEM #2** REVIEW AND DISCUSSION of proposed edits to the *Village Center Master Plan* to include the necessary elements for a Redevelopment Plan and include changes as needed in order to update the plan and make it relevant to today.
- ITEM #3** ADJOURNMENT

*Samantha J. Gesell*

Samantha Gesell, Planning Clerk



**FOR SPECIAL ACCOMMODATIONS**

Please contact the Planning Clerk, 8 Sundial Circle (PO Box 740), Carefree, AZ 85377; (480) 488-3686, at least two working days prior to the meeting if you require special accommodations due to a disability.





**TOWN OF CAREFREE  
PLANNING AND ZONING COMMISSION  
PUBLIC HEARING  
DRAFT MINUTES**

**WHEN:** MONDAY, JUNE 13, 2022  
**WHERE:** CAREFREE TOWN COUNCIL CHAMBERS  
33 EASY STREET, CAREFREE, AZ 85377  
**TIME:** 5:15 P.M.

*Members of the Planning and Zoning Commission may participate by technological means or methods pursuant to A.R.S. §38-431(4).*

**BOARD MEMBERS PRESENT:**

Chairperson Tom Cross  
Vice Chairperson Lyn Hitchon – via Telephone  
Commissioner Heather Burgett – via Telephone  
Commissioner Peter Burns – via Telephone  
Commissioner Phil Corso  
Commissioner Dan Davee  
Commissioner Ralph Ferro

**ABSENT:**

None

**PLEDGE OF ALLEGIANCE**

**ITEM #1** Approval of the Planning and Zoning meeting minutes dated **APRIL 06, 2022, AND APRIL 11, 2022.**

Vice Chairperson Hitchon **MOVED TO APPROVE** the Planning and Zoning meeting minutes dated **APRIL 06, 2022, AND APRIL 11, 2022.** **SECONDED** by Commissioner Ferro. **CARRIED, 7-0.**

**ITEM #2** **PUBLIC HEARING** to be held to consider vacating portions of a Vehicular non-Access Easement (VNAE) for lot 6 (Tax Parcel # 216-28-070) and lot 9 (Tax Parcel # 216-28-073) of the Nighthawk on Black Mountain Subdivision and vacating the existing access easement shared between these lots.

This is a public hearing and comments from the public will be taken.

Planning Director, Stacey Bridge-Denzak presented via PowerPoint background and details of the Vehicular Non-access Easement (VNAE) abandonment case. Explaining, vehicular non-access easements (VNAE) are used to restrict motorized vehicle access to or from a parcel. Adding, when the Nighthawk on Black Mountain subdivision was originally platted in 2004, it included a VNAE along Never Mind Trail thereby allowing for vehicle access only to the internal private road, Nighthawk Way. Access to lots 6 and 9 was provided by an access and utility easement between lots 3, 5, and 6. Ms. Bridge-Denzak further explained, in 2006, Nighthawk on Black Mountain was re-platted to provide for one point of access to/from Never Mind Trail, between lots 6 and 9 thereby creating a shared driveway and utility corridor.

Ms. Bridge-Denzak continued, the abandonment request is to remove portions of the 1-foot VNAE across at the frontages of lots 6 and 9, then narrow the 20-foot-wide access/utility easement to 10 feet for utility service only; all driveway rights extinguished. Once a driveway location is determined, prior to the issuance of a building permit, the VNAE will be rededicated, except for 20 feet at each driveway entrance, eliminating any circular or potential separate driveways in the future. However, the request includes maintaining utility rights and existing infrastructure. Ms. Bridge – Denzak expressed concern regarding disturbance, as utilities require maintenance and occasional repairs, and access may be needed to tend to those issues. Ms. Bridge-Denzak concluded abandonment of 1) the utility easement, (2) associated infrastructure that is in place, (3) the access easement, is required for staff's agreement with the request.

The applicant has begun the abandonment process with Arizona Public Service and Southwest Gas. Cave Creek Water, Carefree Water Company and Rural Metro Fire Department have no objections to the abandonment.

Ms. Denzak informed the Commission that the applicant has fulfilled the requirements for Citizen Participation and the Town of Carefree has received no opposition to the request.

Director Bridge-Denzak responded to questions from Commissioner Burns regarding potential disturbance to the easement area if /and when lot 6 were to develop.

Chairperson Cross opened public comment. Hearing none, Mr. Cross asked for a motion.

Commissioner Corso **MOVED TO APPROVE** vacating portions of a Vehicular non-Access Easement (VNAE) for lot 6 (Tax Parcel # 216-28-070) and lot 9 (Tax Parcel # 216-28-073) of the Nighthawk on Black Mountain Subdivision and vacating the existing access easement shared between these lots.

With the following conditions:

1. Finalization of the abandonment of the utility easement shall occur after the approval of the mountainside development application for the second of the two lots to be developed (Lot 6), which shall include an electrical service design.
2. All utility services shall be from Never Mind Trail.
3. All utility lines shall be located underneath or within 5 feet of each driveway.

4. Prior to issuance of a building permit, each property owner shall record a new document that rededicates the VNAE except for 20 feet at each driveway entrance.
5. The existing disturbance shall be revegetated with native plants that conform to the density of plants in the surrounding natural environment following utility removals.

**SECONDED** by Commissioner Ferro. **CARRIED**, 7-0.

**ITEM #3** Review and discussion of project schedules for the Comprehensive Sign and Circulation Plan and the Redevelopment Plan including an overview of public outreach efforts. The Redevelopment Plan consultant will provide an update and cursory review of this Plan

Economic Development Director, Steve Prokopek and Matt Klyszeiko, AICP with Michael Baker International facilitated discussion of project schedules for the *Comprehensive Sign and Circulation Plan* as well as the *Redevelopment Plan*. Mr. Klyszeiko discussed the plan modifications needed to transition the Village Center Master Plan into a Redevelopment plan compliant with state statute.

With the large number of amendments proposed, and the importance of creating a meaningful and effective document ready for community input, the Commission requested more time to review the document. A work session will be placed on the July 11, 2022 Planning and Zoning Commission agenda, allowing Commissioners time to review the document and provide their individual input.

**ITEM #4** ANNOUNCEMENTS

There were no announcements.

**ITEM #5** ADJOURNMENT

Commissioner Corso **MOVED TO ADJOURN**. **SECONDED** by Commissioner Ferro. **CARRIED** unanimously.

DATED this 13TH day of June 2022.

TOWN OF CAREFREE

*Samantha J. Gesell*

Samantha Gesell, Planning Clerk



# PLANNING & ZONING COMMISSION - STAFF REPORT



MEETING DATE: July 11, 2022

Agenda Item # 2

## SUBJECT

Edits to the Village Center Master Plan to Include the necessary elements for Redevelopment Plan and make changes as needed to make the plan relevant update the plan

## ATTACHMENTS

- Key Redevelopment Plan Issues List
- Vision Plan Recommendation

## SUMMARY

On June 13, 2022, Matt Klyszeiko of Michael Baker International presented the edited *Village Center Master Plan (VCMP)* that included edits into a *Redevelopment Plan* compliant with state statute. As part of these required edits, Michael Baker International also was to update the *Plan's* Implementation Matrix, to include such accomplishments as the installation of the Town Center gateways and recruitment of the hotel. The edited Village Center Master Plan was provided for Planning and Zoning Commission review and comment, and the July 11 date was selected for a workshop session to review these comments and make the necessary changes to the VCMP.

Additionally, staff has held 6 neighborhood meetings and a general community outreach meeting to discuss both Town Center Redevelopment and the Signage, Circulation and Parking Plan. The latter is a deliverable of the VCMP and will be discussed in full with P&Z at a later date. The comments provided in this report reflect those made by residents in these meeting relating to Redevelopment and Revitalization. Staff has also been reaching out to businesses and property owners. All comments from P&Z, the residents, businesses, and property owners are summarized in Attachment A.

As part of the editing process, further definition of expected outcomes from the redevelopment process are necessary to evaluate the financial and market impacts. Attachment B provides a more detailed list of proposed Vision Plan Edits within Town Center identified for redevelopment, adaptive reuse, enhanced use, infill development and revitalization.

## Attachment A – Issues and Questions for Consideration

### Commissioner Input

- Defining difference between Redevelopment Master plan and Redevelopment Project
- Strengthen Zoning Standards for Town Center
  - Create centralized theme
  - Define quality
  - Address overall uses allowed
  - Coordinated Signage
  - Building heights
  - Building density
- Address Design Standards
- Allowances for Mixed Use
  - Residential
  - Non-Residential
- Types of tools available through a redevelopment Area
  - GPLET
  - Revitalization Grants and matching funds
- Infrastructure planning and funding
  - Pedestrian
  - Bike
  - Vehicular
- Parking
- Greater detail on development outcomes
  - Infill lots
  - Redevelopment lots
  - Adaptive Reuse lots
- Assembling properties
- Absence of businesses offering recreation services
- Should we address the Vision Statement be more definitive?
- Lighting and Dark Sky Requirements
- Sidewalks/easements on private property
- Sense of entry/arrival
- Wayfinding Signage
- Financial Analysis
- Establishing a brand
- Consider updating the community survey
- Maintain a means in the Redevelopment Plan to



## **Property Owner Input**

- Consider allowing residential in the Town Center Commercial zone on key infill properties
  - Carefree Drive Infill lot
  - Southwest Corner of Cave Creek Road and Bloody Basin
- Evaluate common shared parking for residential mixed-use additions or adaptive reuse on Easy Street.
- Consider Easy Street as one way
- Have protected property rights for driveway entrances on Tom Darlington
- Establish policy on Eminent Domain
- Ensure overall parking plan meets the development potential
- Parcel B – Large Parking lot east of Town Hall is subject to a long-term shared parking agreement
- Provide incentives and eliminate obstacles for redevelopment/revitalization
- Mostly favor the proposed improvements per the Kimley Horn Plan
  - Sense of Arrival
  - More productive parking
  - Wayfinding signage
  - Pedestrian connectivity
- Allow for mixed use with Air B&B facilities

## **Business Input**

- Ensure events don't negatively impact brick and mortar Businesses
- Mostly favor the proposed improvements per the Kimley Horn Plan
  - Sense of Arrival
  - More productive parking
  - Wayfinding signage
  - Pedestrian connectivity
- Need permanent solution for sandwich board signage
- Consider more use of the Pavilion and more scalable events
- Improve the look of landscaped medians on Easy Street
- Update Sign Code to be more equitable
  - Consider master signage plan for Easy Street
- Most businesses are excited about the Hampton

## **Resident Input**

- Look to improve the tenancy of Town Center to be geared more towards residents
- Keep the local flavor of tenants
- Need to be thoughtful on the mix of residential and non-residential use
- Mixed views on the Hampton
  - Most seem ok with the use
  - Brand and branded look is an issue
  - Height was an issue (many stating one too many floors)
  - Lighting is an issue

- Color and design
- Concern regarding over intensification of density and building height
- About 50/50 on creating more vitality in Town Center
- About 50/50 on the Thunderbird Art Festival
- Most want to see more events and activities in the Sanderson Pavilion
- Traffic speeds and pedestrian safety should be a priority
- Improve pedestrian access to better connect make the entirety of the Easy Street Circle
- Need to do something with Los Portales
  - Movie Theater
  - Performing Arts Theater
  - Artist collaborative
- Mixed support for the extending one lane concept for Tom Darlington and Cave Creek Road
  - Worry of increased traffic congestion vs. the idea of slowing traffic and creating a more pedestrian friendly space
- Support for expanded pedestrian connections
- Mixed support for bike lanes under the assumption Carefree residents don't ride bikes based upon age
  - Brought up an entire debate regarding the trend of families moving to Carefree and the types of services
- Would like to see more recreational amenities like pickleball or tennis
- Reduce asphalt and expand natural green space
- Carefree does not need a logo for signage, focus on the name Carefree.

### **Staff Input**

- Need to maintain flexibility through zoning to accomplish mixed use goals established in the VCMP
  - Consider special use allowances for residential on commercial infill lots
  - Create allowances for mixed use residential to be included in the shared parking model for existing buildings on Easy Street
- Consider higher density allowances for infill lots
- Engage businesses and property owners to consider an Easy Street Building Signage Master Plan
- Establish a process to review and amend design review standards for Town Center
- Establish a process for redevelopment revitalization project evaluation
- Create Alleyway standards
- Update the Vision Plan (See Attachment B)
  - Revitalization – Buildings that are viable but need
  - Redevelopment – Buildings that are not viable or are not highest and best use
  - Mixed Use Enhancement- Adding an additional use to a property to meet mixed use goals
  - Adaptive Reuse (Displacing a use with another use)
  - Infill Development
  - Residential could be substituted with Destination stay like Air B&B

## Attachment B - Vision Plan

Map ID	Common Name	Development Type	Current Use	Potential Use	Current Occupancy	Net Office	Net Residential Units	Net Resaturant	Net Retail	Net Parking
A	Mariachi Plaza	Revitalization	Retail	Retail	90					
B	Shell Station	Redevelopment	Retail/Gas	Retail Gas	100					
C	Behind Shell Station	Redevelopment	None	Parking	0					35
D	Sundancer Plaza	Revitalization	Retail	Retail	100					
E	Mansford Builders	Revitalization	Retail/Residential	Retail/Residential	100					
F	Chamber Building	Enhanced Use	Office	Retail/Office/Residential	100		2		500	
G	Los Portales	Adaptive Reuse	Retail	Retail/Residential	30		8		-8000	
H	Ortegas	Revitalization	Retail	Retail/Residential	100		1			
I	Warren Plaza	Enhanced Use	Retail/Service	Retail/Residential	90		2			
J	Native American Gallery	Enhanced Use	Retail	Retail/Residential	100		2			
K	Town Hall	Redevelopment	Office	Restaurant/Residential	100	-3800	4	4000		
L	11 Sun Dial (Bank Space)	Adaptive Reuse	Office	Restaurant/Residential	0	-5000		5000		
M	100 Easy Street	Revitalization	Retail/Office	Retail/Restaurant/Office	70					
1	Lot 1	Infill	Vacant Land	Retail					4000	
2	Lot 2	Infill	Vacant Land	Retail/Residential			4		3000	
3	Tract B	Infill	Vacant Land	Office/Parking		5000				120
4	Lot 3	Infill	Vacant Land	Retail/Residential		2000	20		4000	
5	Lot 4	Infill	Vacant Land	Residential			10			
6	Lot 5	Infill	Vacant Land	Residential			7			
<b>Total</b>						<b>-1800</b>	<b>60</b>	<b>9000</b>	<b>3500</b>	<b>155</b>



